MARINE CORPS ORDER P1610.7E

PERFORMANCE EVALUATION SYSTEM (PES)

PERCENT OF REPORTS MARKED OUTSTANDING: REGULAR DUTIES

RANK	1972	1982	1992	1995
SGT	13	53	82	93
SSGT	19	63	88	94
GYSGT	28	76	90	96
1STSGT/MSGT	36	84	95	98
SGTMAJ/MGYSGT	43	92	96	99
2NDLT	12	57	87	96
1STLT	18	74	95	97
CAPT	36	84	96	99
MAJ	47	91	97	99
LTCOL	51	93	96	99
COL	59	94	98	100

NINE PILLARS OF INFLATIONARY CONTROLS

- NEW SYSTEM - CREATES A NEW PARADIGM - FOSTERS A NEW MIND SET
- ELIMINATION OF PEER RANKINGS ON FORM
- PERFORMANCE ANCHORED RATING SCALE (PARS) - VISIBLE MARKING GRADIENTS WITH BUILT IN FIRE WALLS - RESTRICTED SPACE - JUSTIFICATION
- REPORTING SENIORS EVALUATED ON THEIR REPORTING RESPONSIBILITIES - TIMELINESS, ACCURACY, CONTROLLING INFLATION
- REPORTING SENIOR/REVIEWING OFFICER PROFILE
- RELATIVE VALUE OF COMPARABLE REPORTS
- REVIEWING OFFICER RESPONSIBILITIES
- COMMAND OVERSIGHT
- CMC COMPLIANCE MEASURES

Marines
The Few. The Proud.

MRO WORKSHEET

MRO WORKSHEET

DATE: _____

Marine Reported On: Last Name: _____ First Name: _____ M.I.: _____
SSN: _____ Grade: _____ DOR: _____ PMOS: _____ BILMOS: _____
Organization: MCC: _____ RUC: _____ Unit Description: _____
Occasion and Period Covered: OCC: _____ Period: From: _____ To: _____ Type: _____
Prds of Nonavailability: Fr-To/Reason: _____ Duty Assignment (Descriptive Title): _____
Spec Info: QUAL: ____ PFT: _____ Status: _____ Reserve Component: _____ HT: _____ WT: _____ Body Fat %: ___
Duty Preference: 1st MCC: _____ Descripitive Location: _____
2d MCC: _____ Descripitive Location: _____
3d MCC: _____ Descripitive Location: _____

Reporting Senior: Last Name: _____ Init: _____ Service: _____
SSN: _____ Grade: _____ Duty Assignment: _____
Reviewing Officer: Last Name: _____ Init: _____ Service: _____
SSN: _____ Grade: _____ Duty Assignment: _____

BILLET DESCRIPTION/RECOMMENDED ADJUSTMENTS:

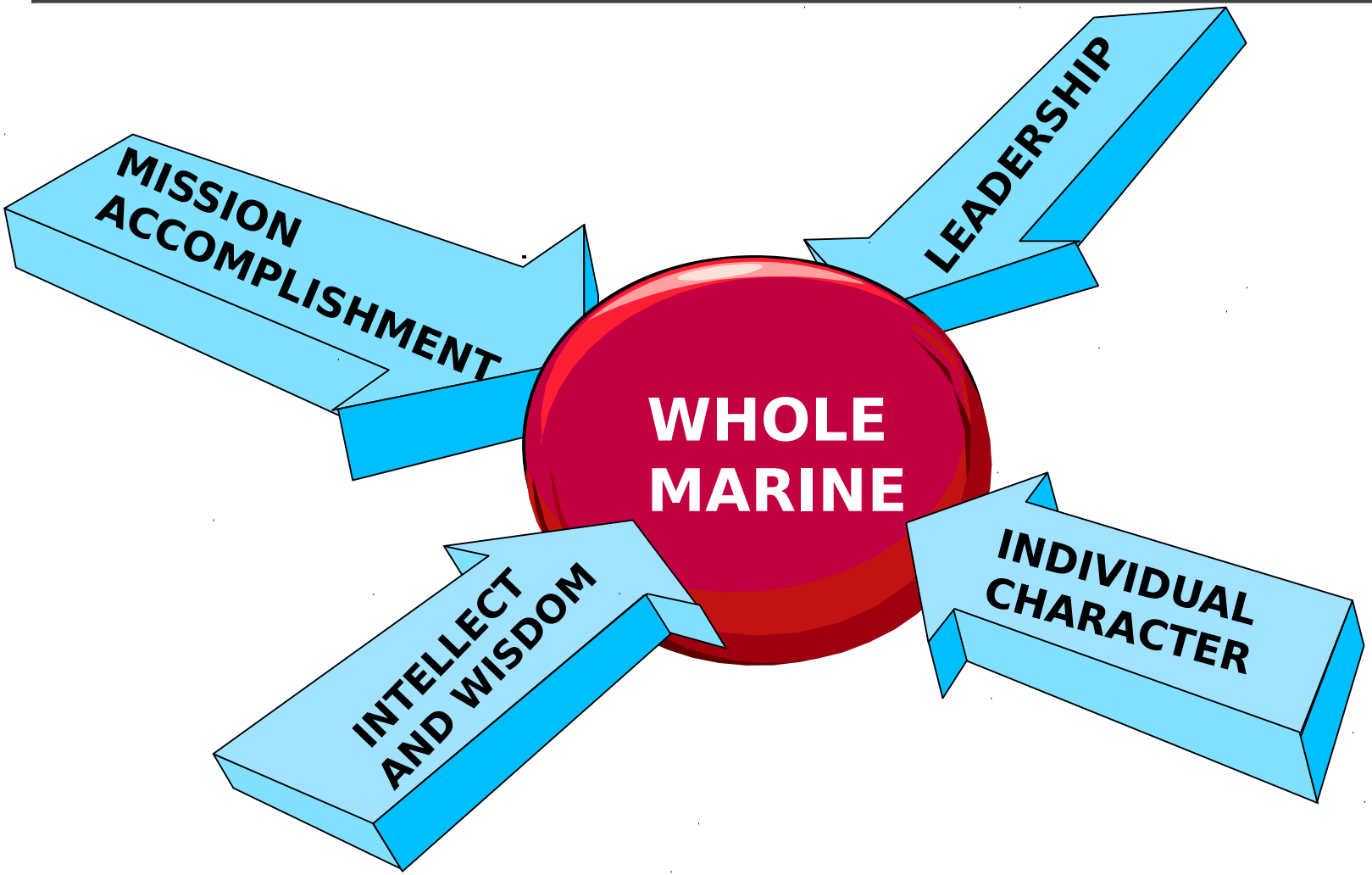
MAJOR ACCOMPLISHMENTS DURING REPORTING PERIOD:

PME/SELF EDUCATION:

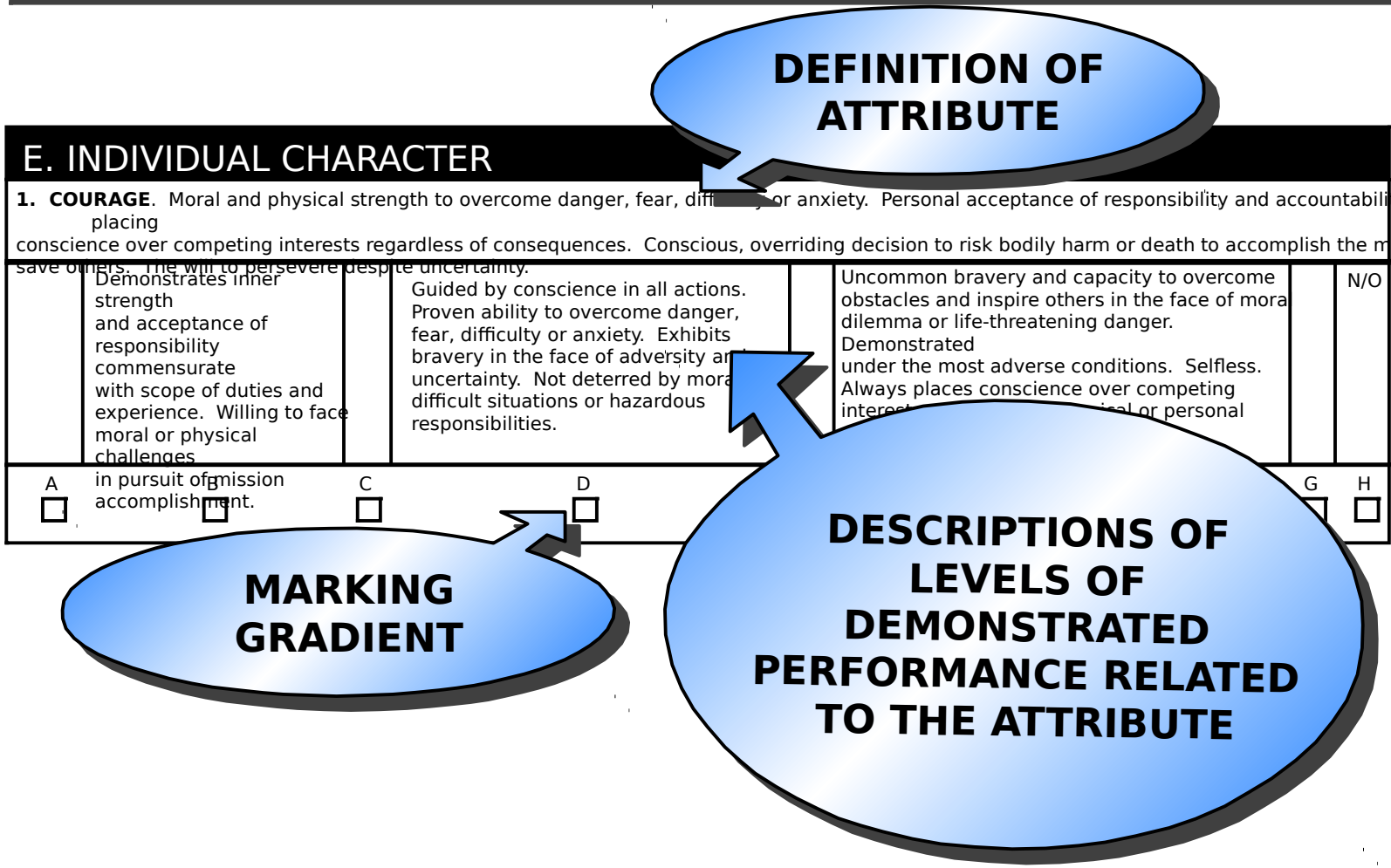
OTHER (I.E. AWARDS, COMMENDATORY CORRESPONDENCE, COMMUNITY INVOLVEMENT):

USE OF THIS WORKSHEET IS MANDATORY

CATEGORIES OF EVALUATED AREAS



PERFORMANCE ANCHORED RATING SCALE (PARS)


DEFINITION OF ATTRIBUTE
E. INDIVIDUAL CHARACTER
1. COURAGE. Moral and physical strength to overcome danger, fear, difficulty or anxiety. Personal acceptance of responsibility and accountability, placing
conscience over competing interests regardless of consequences. Conscious, overriding decision to risk bodily harm or death to accomplish the mission or save others. The will to persevere despite uncertainty.
Demonstrates inner strength and acceptance of responsibility commensurate with scope of duties and experience. Willing to face moral or physical challenges in pursuit of mission accomplishment.
Guided by conscience in all actions. Proven ability to overcome danger, fear, difficulty or anxiety. Exhibits bravery in the face of adversity and uncertainty. Not deterred by moral difficult situations or hazardous responsibilities.
Uncommon bravery and capacity to overcome obstacles and inspire others in the face of moral dilemma or life-threatening danger. Demonstrated under the most adverse conditions. Selfless. Always places conscience over competing
N/O
A
B
C
D
G
H
MARKING GRADIENT
DESCRIPTIONS OF LEVELS OF DEMONSTRATED PERFORMANCE RELATED TO THE ATTRIBUTE

JUSTIFICATIONS

JUSTIFICATION

USE OF UPPER CASE, underlining, "QUOTATION MARKS," BOLDFACE, *italics* AND PUNCTUATION IN EXCLAMATION IS @#$%^&*()~ PROHIBITED!

*** ALL "A", "F", OR "G" MARKINGS REQUIRE WRITTEN JUSTIFICATION**

*** JUSTIFICATIONS MUST BE VERIFIABLE, SUBSTANTIVE & QUANTIFIABLE (WHERE POSSIBLE)**

*** USE CONCRETE EXAMPLES**

EXAMPLES OF UNACCEPTABLE JUSTIFICATIONS

INITIATIVE: "F" MARKED
Distinctly observed by myself as the one senior drill instructor in his series that is not afraid to make a decision without asking questions on the proper course of action. He is confident in his abilities and can back it up with action.

COMMUNICATION SKILLS: "F" MARKED
Consistently produces documents of the highest quality whether for training or operational purposes, with great success placed on the correctness of the naval letter format which he continuously mentors to his Marines. Exceptional listening skills enable the MRO to grasp the desired end state and carry out the mission to completion, while having the understanding to formulate any questions or make recommendations based on past experiences. Outstanding public speaker with the ability to clearly relay information.

JUSTIFICATION EXAMPLES

VERIFIABLE, SUBSTANTIVE, QUANTIFIABLE

PERFORMANCE : "F" MARKING

During this reporting period the MRO *implemented procedural changes* within the FDC which *resulted in an increase* in both timeliness and safety of computations. *For example*, the MRO *instituted a policy* which required the gun sections to read back the announced firing charge. *As a result*, the Battery had zero firing incidents. The MRO also *developed a method* of transmitting firing timeliness to gun sections via gun display units that both increased the speed of the battery's fire support and prevented the transposition of digits that occur during the transmission of voice fire commands. The MRO has *positively influenced the entire unit's* ability to accomplish its mission.

INITIATIVE: "F" MARKING

Pensacola, NAS caused unexpected travel settlements to post to the T&E acct. Contacted HQMC & Pensacola and *adjusted T&E procedure* for aviation students to allow schoolhouse to request appropriation data directly from T&E, where others are required to make requests through HQMC. *Efforts led to a 100% reduction* in unexpected travel orders originating at Pensacola. *Solution will remain in place* until HQMC adjusts the travel regulations associated with Marines in the initial accession training pipeline. Monitors manpower reports to anticipate turnover & replacement &

THE NEW MASTER BRIEF SHEET (MBS)

NEW INFORMATION ON THE MBS :

* RELATIVE VALUE

* RAW SCORES

* REVIEWING OFFICER ASSESSMENT

NEW MASTER BRIEF SHEET

NAME	SSN	GRADE	RANK DESCRIPTION	DOR	COMP	LINEAL NO	PMOS	AMOS/AMOS	GT/GCT	PERM GR	PERM DOR
MARINE, JOE	123456789	E8	MSGT	19990802	USMC		0193	/	118	E8	19990802

DOB	DEAF	PEBD	AFADBD	AC NAV BD	ACC 1ST COMM	DOR 1ST COMM	DOR 1ST LDO	DSG PILOT	DCADB	EAS	DCTB	PERM DOR
19641130		19830908	19830908	19831114					19831114		19980820	19990802

DECORATIONS

NC 1
NA 1

MILITARY EDUCATION

FIELD WIREMAN	1984	SNCO CAREER NONRESIDENT	1994
NCO LEADERSHIP SCHOOL	1985	SNCO CAREET	1994
NCO LEADERSHIP SCHOOL	1989	JOINT TACTICAL COMMUNI	1995
WIRE CHF SAN DIEGO	1990	SNCO ADVANCED NONRESIDENT	1995
ULCS OPERATOR/MAINTAIN	1993	INSTRUCTOR TRAINING CO	1997
RECRUITERS SCOL	1999	CURRICULUM DEVELOPERS	1997

CIVILIAN EDUCATION

NO MAJOR SUBJ INDI
HIGH SCHOOL DIPLOMA

LANGUAGES

UNKNOWN

SPL INFO: HEADQUARTERS BATTALION
SCTY: V/O/19980729
JT-MOS:
DATE 06/09/2001

MONITORED COMMAND ORGANIZATION/SCHOOL REPORTING SENIOR	DUTY ASSIGNMENT GRADE TYPE DUTY BILMOS REVIEWING OFFICER	OCC	BEGIN END DATE	MISSION PER	PRO	CHARACTER COU	EFF	INI	LEADERSHIP LEA	DEV	SET	ENS	INTELLECT COM	PME	EVAL DEC	PROMOTION Y	N	NA	ACC	REPORT SUMMARY COMM	ADV	#RPTS @PROC	RELVAL @PROC	#RPTS CUM	RELVAL CUM	RO CONCU Y	N
1. HQBN 1STMARDIV	ADMIN NCOIC MSGT N 0193	TD	19981001																								
MAJ YOUNG			19990306																	FITREP AVG:		RS AVG:		RS HIGH:			
	COL MILLER			**RO:**																							
2. MCAGCC 29 PALMS	ADMIN LIASON MSGT N O193		19990307																			NA		NA			
CAPT STEPHENS		FD	19990416																	FITREP AVG:		RS AVG:		RS HIGH:			
	MAJ CHEATHAM			**RO:**																							
3. HQBN 1STMARDIV	ADMIN NCOIC MSGT N 0193		19990417																								
MAJ MANDAK		CH	19990521																	FITREP AVG:		RS AVG:		RS HIGH:			
	COL BROWN			**RO:**																							
4. HQBN 1STMARDIV	ADMIN NCOIC MSGT N 0193		19990522																								
MAJ BLANKENSHIP		GC	19990802																	FITREP AVG:		RS AVG:		RS HIGH:			
	COL BAIRD			**RO:**																							

HEADER DATA OF THE MASTER BRIEF SHEET

NAME	SSN	GRADE	RANK DESCRIPTION	DOR	COMP	LINEAL NO	PMOS	AMOS/AMOS	GT/GCT	PERM GR	PERM DOR
MARINE, JOE	123456789	E8	MSGT	19990802	USMC		0193	/	118	E8	19990802

DOB	DEAF	PEBD	AFADBD	AC NAV BD	ACC 1ST COMM	DOR 1ST COMM	DOR 1ST LDO	OSG PILOT	DCADB	EAS	DCTB	OSCD	CONTRACT LEGAL
19641130	19830908	19830908	19831114						19831114		19980820	19961107	NONE.ALL RE

DECORATIONS

NC 1		
NA 1		

MILITARY EDUCATION

FIELD WIREMAN	1984
NCO LEADERSHIP SCHOOL	1985
NCO LEADERSHIP SCHOOL	1989
WIRE CHF SAN DIEGO	1990
ULCS OPERATOR/MAINTAIN	1993
RECRUITERS SCOL	1999
SNCO CAREER	1994
NONRESIDENT SNCO CAREER	1994
JOINT TACTICAL COMMUNI	1995
SNCO ADVANCED NONRESIDENT	1995
INSTRUCTOR TRAINING CO	1997
CURRICULUM DEVELOPERS	1997

CIVILIAN EDUCATION

NO MAJOR SUBJ INDI HIGH SCHOOL DIPLOMA

LANGUAGES

UNKNOWN

SPL INFO: HEADQUARTERS BATTALION
SCTY: V/O/19980729
JT-MOS: DATE
06/09/2001

ID SECTION OF THE MASTER BRIEF SHEET

MONITORED COMMAND ORGANIZATION/SCHOOL REPORTING SENIOR	DUTY ASSIGNMENT GRADE TYPE DUTY BILMOS REVIEWING OFFICER	OCC	BEGIN END DATE
1. HQBN 1STMARDIV	ADMIN NCOIC MSGT N 0193	TD	19981001
MAJ YOUNG			19990306
	COL MILLER		
2. MCAGCC 29 PALMS	ADMIN LIASON MSGT N O193		19990307
CAPT STEPHENS		FD	19990416
	MAJ CHEATHAM		
3. HQBN 1STMARDIV	ADMIN NCOIC MSGT N 0193	CH	19990417
MAJ MANDAK			19990521
	COL BROWN		
4. HQBN 1STMARDIV	ADMIN NCOIC MSGT N 0193	GC	19990522
MAJ BLANKENSHIP			19990802
	COL BAIRD		

PERFORMANCE ANCHORED RATING SCALE (PARS)

MISSION	CHARACTER			LEADERSHIP					INTELLECT			EVAL RESP	PROMOTION		
PER	PRO	COU	EFF	INI	LEA	DEV	SET	ENS	COM	PME		Y	N	NA
DEC	JUD											ACC		
												X		
C	C	B	B	C	C	B	C	C	B	B	B			
C	H													
RO:														
C	C	C	H	C	C	H	C	H	B	H	C	C	H	X
RO:														
D	F	E	C	E	E	D	D	D	D	D	E	X	E	H
RO:														
B	B	C	B	B	C	B	B	C	B	B	C	B	H	X
RO:														

RELATIVE VALUES DISPLAYED ON YOUR MASTER BRIEF SHEET

- RV is calculated after an RS writes 3 OBSERVED FITNESS REPORTS on Marines of the same grade
- Two Relative Values on the MBS
  - **#1** – RV At Processing
    This was the 14th report processed (RV is 94.60)
    (This RV doesn't change)
  - **#2** – RV Cumulative
    The RS has written 3 more reports since this one
    (The RV is now 96.00)

#RPTS @PROC	RELVAL @PROC	#RPTS CUM	RELVAL CUM	RO CONCUR Y	RO CONCUR N
14	94.60	17	96.00	X	

FITREP AVG:	RS CUM AVG:	RS HIGH:

REPORT SUMMARY

INCLUDES RV AND RAW SCORES

MISSION		CHARACTER			LEADERSHIP				INTELLECT			EVAL RESP	PROMOTION			
PER	PRO	COU	EFF	INI	LEA	DEV	SET	ENS	COM	PME	DEC	JUD	Y	N	NA	ACC
C	C		B	B	C	C	B	C	C	B		B	B X		C	H

RO:

C	C	C	H	C	C	H	C	H	B	H	C	C	H	X		

RO:

D	F	E	C	E	E	D	D	D	D	D	E	E X	H	X		

RO:

B	B	C	B	B	C	B	B	C	B	B	C	B	H X	X		

RO:

REPORT SUMMARY							
COMM AVG		#RPTS @PROC	RELVAL @PROC	#RPTS CUM	RELVAL CUM	RO CONCURS Y	RO CONCURS N
96.00	X	14		94.60	17		
FITREP AVG: 2.82		2.53		RS AVG:	2.25	RS HIGH:	
FITREP AVG: HIGH:				RS AVG:		RS	
FITREP AVG: HIGH:				RS AVG:		RS	
FITREP AVG: HIGH:				RS AVG:		RS	

REPORT SUMMARY

INCLUDES RV AND RAW SCORES

MISSION	CHARACTER			LEADERSHIP				INTELLECT				EVAL RESP	PROMOTION				REPORT SUMMARY								
PER	PRO	COU	EFF	INI	LEA	DEV	SET	ENS	COM	PME	DEC	JUD	Y	N	NA	ACC	COMM	ADV	#RPTS @PROC	RELVAL @PROC	#RPTS CUM	RELVAL CUM	RO CON Y	RO CON N
C	C		B	B	C	C		B	C	C	B		B	B	X	C	H								
																		96.00	X	14	94.60	17		
RO:																	FITREP AVG: 2.53			RS AVG: 2.25		RS HIGH: 2.82			
C	C	C	H	C	C	H	C	H	B	H	C	C	H	X											
																	FITREP AVG:			RS AVG:		RS HIGH:			
RO:																									
D	F	E	C	E	E	D	D	D	D	D	E	E	H				X		11	83.70	16	81.89		
RO:																	FITREP AVG: 4.46 HIGH: 6.38			RS AVG: 5.65		RS			
B	B	C	B	B	C	B	B	C	B	B	C	B		X	H		X								
RO:																	FITREP AVG: HIGH:			RS AVG:					

REPORT SUMMARY

INCLUDES RV AND RAW SCORES

MISSION	CHARACTER			LEADERSHIP				INTELLECT				EVAL RESP	PROMOTION				REPORT SUMMARY								
PER	PRO	CO	U	EFF	INI	LEA	DEV	SET	EN	SCOM	PME	DEC	JUD	Y	N	NA	ACC	COMM	ADV	#RPTS @PROC	RELVAL @PROC	#RPTS CUM	RELVAL CUM	RO CON Y	RO CON N
C	C		B	B	C	C		B	C	C	B		B	B	X	C	H	96.00	X	14	94.60	17			
RO:																		FITREP AVG: 2.53			RS AVG: 2.25		RS HIGH: 2.82			
C	C	C	H	C	C	H	C	H	B	H	C	C	H	X						8	89.76	8	89.76		
RO:																		FITREP AVG: HIGH:			RS AVG:		RS			
D	F	E		C	E	E	D	D	D	D	D	E	E	X		H		X		11	83.70	16	81.89		
RO:																		FITREP AVG: 4.46 HIGH: 6.38			RS AVG: 5.65		RS			
B	B	C		B	B	C	B	B	C	B	B	C	B	X		H		X		1	N/A	1	N/A		X
RO:																		FITREP AVG: 2.30 HIGH: 2.30			RS AVG: 2.30		RS			

SECTION K: REVIEWING OFFICER COMPARATIVE ASSESSMENT

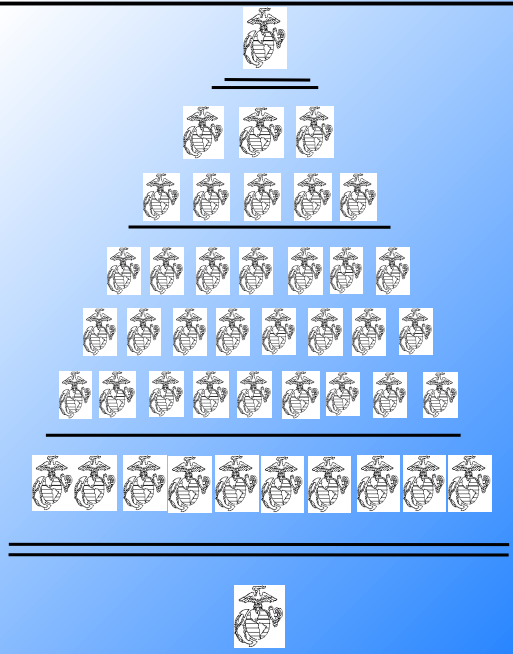
K. REVIEWING OFFICER COMMENTS

1. OBSERVATION: [X] Sufficient [ ] Insufficient

2. EVALUATION: [ ] X Concur [ ] Do Not Concur

3. **COMPARATIVE ASSESSMENT:** Provide a comparative assessment of potential by placing an "X" in the appropriate box. In marking the comparison, consider all Marines of this grade whose professional abilities are known to you personally.

DESCRIPTION		COMPARATIVE ASSESSMENT
THE EMINENTLY QUALIFIED MARINE	[ ]	0
ONE OF THE FEW EXCEPTIONALLY QUALIFIED MARINES	[ ]	0
	[ ]	2
ONE OF THE MANY HIGHLY QUALIFIED PROFESSIONALS WHO FORM THE MAJORITY OF THIS GRADE	[X]	5
	[ ]	7
	[ ]	4
A QUALIFIED MARINE	[ ]	2
UNSATISFACTORY	[ ]	0



***NUMBERS ELECTRONICALLY OVERLAID AT TIME OF PROCESSING**

***INFORMATION EFFECTIVE AT TIME PROCESSING AND WILL NOT CHANGE**

***INFORMATION WILL SHOW UP ON OMPF AND DIGITAL BOARDROOM COPIES OF FITREP**

NUMBERS INDICATE TOTAL ASSESSMENTS AND HOW MANY TIMES RO HAS MARKED MARINES OF SAME GRADE ON THAT PORTION OF COMPARATIVE ASSESSMENT TREE

REVIEWING OFFICER COMPARATIVE ASSESSMENT

MISSIO	CHARACTER			LEADERSHIP				INTELLECT			EVAL RESP	PROMOTION		
NER DEC	PRO JUD	COU	EFF	INI	LEA	DEV	SET	ENS	COM	PME		Y ACC	N	NA
												X		
C	C	B	B	C	C	B	C	C	B	B	B			
C	H													
RO: 0 / 1		**0 / 2**		**3 / 3**		**1 / 4**		**3 / 5**		**0 / 6**				
0 / 7	**0 / 8**													
C	C	C	H	C	C	H	C	H	B	H	C	C	H	X
RO: 0 / 1		**0 / 2**		**0 / 3**		**1 / 4**		**1 / 5**		**0 / 6**	**0 / 7**		**0 / 8**	
D	F	E	C	E	E	D	D	D	D	D	E	X E	H	
RO: 0 / 1		**0 / 2**		**2 / 3**		**3 / 4**		**1 / 5**		**0 / 6**	**2 / 7**			
0 / 8														
B	B	C	B	B	C	B	B	C	B	B	C	B	H	X
RO: 0 / 1		**0 / 2**		**0 / 3**		**1 / 4**		**1 / 5**		**4 / 6**	**0 / 7**		**0 / 8**	

KNOW YOUR RS/RO PROFILE

- THE RS/RO PROFILES PROVIDE A CUMULATIVE RATING HISTORY OF ALL REPORTS WRITTEN/REVIEWED BY THE RS/RO.

- EMAIL REQUEST FOR RS/RO PROFILE TO:

MMSBOMPF@MANPOWER.USMC.MIL

(INCLUDE SSN AND HOME ADDRESS)

REPORTING SENIOR'S PROFILE

REPORTING SENIOR SSN: 000000000

AS OF: 20020424

GRADE	AVERAGE	#OF REPORTS	HIGH	LOW
LTCOL	4.870880	2	5.357140	4.384620
MAJ	6.025640	3	7	5.076920
CAPT	4.300370	4	5	3.153850
CWO2	2.384620	1	2.384620	2.384620
MSGT	3.727270	1	3.727270	3.727270

NUMBER OF REPORTS OVER 60 DAYS OLD: NONE

NOTE: PROFILES DO NOT INCLUDE NOT OBSERVED, EXTENDED, ACADEMIC TYPE AND END OF SERVICE REPORTS

REVIEWING OFFICER COMPARATIVE ASSESSMENT PROFILE

REVIEWING OFFICER

COMPARATIVE ASSESSMENT PROFILE

SSN: 000-00-0000

AS OF: 20020424

ASSESSMENT MARK	DESCRIPTION
8	THE EMINENTLY QUALIFIED MARINE
7, 6	ONE OF THE FEW EXCEPTIONALLY QUALIFIED MARINES
5, 4, 3	ONE OF THE MANY HIGHLY QUALIFIED PROFESSIONALS WHO FORM THE MAJORITY OF THIS GRADE
2	A QUALIFIED MARINE
1	UNSATISFACTORY
0	NO MARK

MRO RANK	#OF REPORTS/ASSESSMENT MARK							
COL	0/1	0/2	0/3	0/4	0/5	0/6	0/7	1/8

TOTAL# OF REPORTS: 1

MSGT	0/1	0/2	0/3	0/5	1/5	0/6	3/7	0/8

TOTAL# OF REPORTS: 4

TOTAL# OF OBSERVED REVIEWS: 5

TRENDS

- WRONG SSNs (NUMBERS TRANSPOSED)
- HAVE RECEIVED OVER 200k REPORTS, APPROX 10% CONTAIN MARKINGS OF "F" OR "G". APPROX 85% OF THOSE ARE RETURNED TO FIELD FOR INSUFFICIENT JUSTIFICATION.
- FEEDBACK FROM BRIEFINGS AND LIAISION AMONGST SGTMAJs COMMUNITY INDICATE MARINES ARE NOT RECEIVING COPIES OF THEIR REPORTS FROM RSs; ESPECIALLY TRUE FOR "TR", "TD", "FD", AND "EN" REPORTS.
- MANDATORY SECTION I COMMENT FOR GYSGT'S CHOICE INDICATED ON ITEM 8C, SECTION A.
- ITEMS 8D&E INDICATE MRO NOT WITHIN MARINE CORPS STANDARDS. RS's NOT COMPLETING ITEM 8F, NOT COMPLETING MANDATORY SECTION I COMMENT, AND NOT CORRECTLY MARKING ATTRIBUTE #3 SECTION F (SETTING THE EXAMPLE)

TRENDS

- SIMILIAR INDICATIONS ARE THE MRO WORKSHEET IS NOT UNIVERSALLY USED AND TOO OFTEN SENIOR ENLISTED ADVISORS ARE NOT FULLY EMPLOYED IN THE PES PROCESS.
- TOO MANY TELEPHONIC INQUIRIES INDICATE REPORTING OFFICIALS AND ADMINISTRATIVE SUPPORT PERSONNEL ARE NOT READING AND RESEARCHING THE ORDER.
- SECTION K COMMENTS RENDER REPORT ADVERSE. RO's NOT PROCESSING REPORT AS SUCH BY MARKING SECTION A ITEM 5A APPROPRIATELY.

FREQUENTLY ASKED QUESTIONS

- **WHAT MINIMUM GRADES CAN I GIVE AND NOT HURT MY MARINE ?**
  - **GRADES ARE NOT GIVEN; THEY ARE WARRANTED BY DEMONSTRATED EFFORTS AND RESULTS THAT BEST REINFORCE WHAT THE "PARS" WORDING SAYS WAS ACCOMPLISHED**
- **CAN A REPORT BE BOTH "NOT OBSERVED" AND "ADVERSE"**
  - **A REPORT CAN BE BOTH "NOT OBSERVED" AND "ADVERSE"; ESPECIALLY WHEN A MARINE IS DISENROLLED FROM AN OFFICIAL PME SCHOOL FOR SUCH THINGS AS NOT MEETING MARINE CORPS HT/WT/BODY FAT% STANDARDS OR PFT FAILURE. ALSO WHEN A SHORT PERIOD OF OBSERVATION MANDATES A "DC" REPORT DUE TO DISCIPLINARY ACTION OR CONVICTION BY CIVILIAN COURTS**

FREQUENTLY ASKED QUESTIONS

- **HOW DO I CORRECT A PREVIOUSLY SUBMITTED FITNESS REPORT? (e.g. ADMIN CORRECTIONS, INCORRECT SEC. A DATA, CHANGE MARKINGS, ETC.)**
  - **CORRECTION INSTRUCTIONS ARE CONTAINED IN CHAPTER 8 AND APPENDIX I OF PES MANUAL. DEPENDING ON CIRCUMSTANCES SOME SECTION A DATA OR ADMINISTRATIVE CORRECTIONS CAN BE MADE BY MMSB, OTHER SUBSTANTIVE CORRECTIONS ARE SUBJECT TO THE PERVIEW OF BCNR (MCO 1610.11C).**

NEW INFORMATION

- HOW MANY FITNESS REPORTS ARE RECEIVED BY HQMC PER FY?

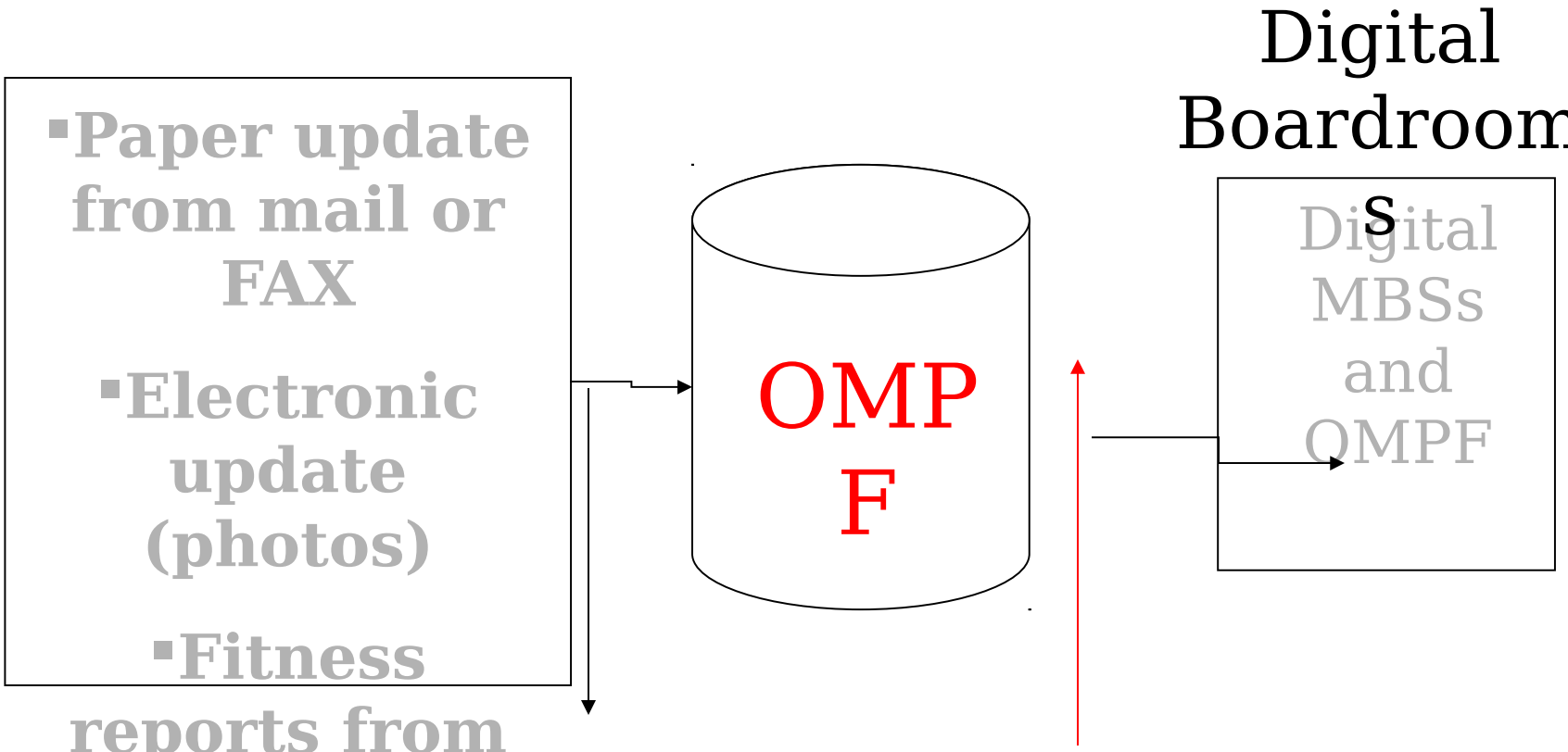
  FY01- RECEIVED 200,000 FITREPS OR 800 PER WORKING DAY (250 WORKING DAYS EACH YEAR); MMSB SUPPORTED 7 PROMOTION/SELECTION BOARDS (INCREASE IS DUE TO SMALL BOARDS THAT PREVIOUSLY USED MICROFICHE) WITH 38,280 RECORDS (OMPF AND MBS)

- NEW VERSION WINDOWS FRONT PROVIDES SPELL CHECK CAPABILITIES, CORRECTS PREVIOUSLY IDENTIFIED FORMAT PROBLEMS AND SUPPORTS LETTER-STYLE NARRATIVE COLONELS' REPORTS

- CONTINUE TOWARD FULLY AUTOMATING PES-WORK FLOWS ELECTRONICALLY FROM RO TO CMC AND POPULATE SECTION A FROM MCTFS.

- OMPF PROVIDED ON CD FOR INDIVIDUAL MARINES VICE TRADITIONAL MICROFICHE.

HOW DOES IT WORK?



Can take 1 day up to 3 weeks for update docs to show on

Sent 2 week prior to convening date

Official Military Personnel File (OMPF)

- **<u>SERVICE FOLDER</u>**: Consists of contract information, discharge documents, general administrative and reserve service documents used to compute service time for benefits, programs or retirement.

- **<u>COMMENDATORY/DEROGATRY FOLDER</u>**: Consists of documents on civilian and military education, **to include all Professional Military Education.** Court-martial/nonjudicial punishments, and other material reflecting significant personal achievement or adversity that is pertinent to making decisions for selection, assignment and retention.

- **<u>PERFORMANCE FOLDER</u>**: Contains all Fitness Reports and Standard Addendum pages for all Sergeants and above.

DIGITAL PHOTOGRAPHS

IN THE OFFICIAL MILITARY PERSONNEL FILE (OMPF)

- **X FOLDER:** Contains Promotion Photos.

-**MARADMIN 463/01 DTD 271002Z SEP 01**

-**EFFECTIVE 1 OCTOBER 2001**

-**COMBAT VISUAL INFORMATION CENTERS (CVIC'S) have the technology to produce and transmit digital photographs to MMSB electronically for filing.**

-**HQMC does not require any hard copy photos for selection boards as long as a digital photograph is electronically sent to CMC (MMSB) for filing in the OMPF.**

DIGITAL PHOTOGRAPHS

IN THE OFFICIAL MILITARY PERSONNEL FILE (OMPF)

-Must be transmitted and received at CMC (MMSB) at least two weeks
prior to the convening date of the applicable board.

-Good for ALL boards for which the Marine is eligible that convene
within 12 months of submission date.

-If digital photo equipment not available, a hard copy photo will be
submitted directly to the President of the applicable board per the
guidance on Polaroid Photographs (MCO P1070.12K IRAM).

-The image file will be named by the Marine's SSN prior to submission

DIGITAL PHOTOGRAPHS

IN THE OFFICIAL MILITARY PERSONNEL FILE (OMPF)

Per para 2002.3E of MCO P1070.12K IRAM):

Marines who require display of body fat percentage must get certification by the senior leaders of the command (CO/XO/SgtMaj/1stSgt)

The Marine will present a certification letter from his/her command and the CVIC will include in the text box on the photo "certified by (Name of CO/XO/SgtMaj/1stSgt, command).

Example: Maj King, B.V., BN CO

***All Marines are reminded that they are individually responsible for**

REVIEW YOUR OFFICIAL MILITARY PERSONNEL FILE

REQUESTING YOUR OMPF IN PERSON:

- Call **703-784-5640/3623 or DSN 278-5640/3623** to request ahead of time, or
- Request & Pick up OMPF at building **2008, 3rd Floor, Customer Service Window**.

You will need your Military Identification Card for requesting and pickup.

MISSING OR ILLEGIBLE DOCUMENTS IN YOUR OMPF:

- Fax missing or illegible documents to **703-784-5682 or DSN 278-5682 (MMSB-20), or**
- Contact **MSgt Bertotti at 703-784-3907 or DSN 278-3907** for an appointment to go over your record.

OMPF, MBS, RS/RO PROFILE BY EMAIL, MAIL OR FAX

***Email:** MMSBOMPF@MANPOWER.USMC.MIL

(*Preferred method)

Mailing Address:
Commandant of the Marine Corps
Headquarters U.S. Marine Corps (MMSB-10)
2008 Elliot Road
Quantico, VA 22134-5030

Telefax Number:
703-784-5792 or DSN 278-5792 (MMSB-10)

Use Form Letter in Appendix H
MCO P1610.7E

PERFORMANCE EVALUATION SECTION

DSN 278 -XXXX, COMM (703) 784 - XXXX

SECTION HEAD: x3989

DEPUTY: x3994

BRANCH SGTMAJ: x3996

HEAD, POLICY AND RESEARCH UNIT: x5686

HEAD, RESERVE MATTERS UNIT: 3991

HEAD, PROCESSING UNIT: x3442

HTTPS://WWW.MMSB.USMC.MIL

MMSB-30 1-877-301-9953

(AFTER HOURS & WEEKENDS)

MRO WORKSHEET (Appendix D)

- ✓BILLET DESCRIPTION (Section B)
- ✓YOUR EXPECTATIONS
- ✓MRO'S EXPECTATIONS
- ✓PROGRESS REVIEW
- ✓MARINE-DISTINCTIVE ACCOMPLISHMENTS
- ✓MRO'S INPUT AT REPORT TIME

EVALUATION PROCESS

- ✓ **PARAGRAPHS 4005 THROUGH 4012**
  - **Section C (Accomplishments)**
  - **Section D through H (Attributes)**
  - **Section I (Directed/Additional Comments)**

- ✓ **PARS**
  - **Means what it says**
  - **Contains action verbiage**

- ✓ **Your evaluation provides:**
  - **The “What”**
  - **The concrete examples**

LEADERSHIP/MANAGEMENT

- ✓**Fitness Reporting – a leadership responsibility**
- ✓**Good Management = Good leadership**
- ✓**Combines for accurate evaluation**
- ✓**You mentor – not patronize**
- ✓**You evaluate – not promote**
- ✓**MRO’s grades are warranted; not given**

MARINE CORPS ORDER P1610.7E

PERFORMANCE EVALUATION SYSTEM (PES)